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ABSTRACT

A five-year plan for library improvement developed in North Dakota under the Library Services and Construction Act (LSCA) is presented. The plan includes long-range programs that meet the state's assessed needs for improved library service to special groups in specific geographical areas, improved public library services, and construction and interlibrary cooperation. Ten projects underway for the fiscal year 1976 are described, and North Dakota's standards for community library service from school media centers are included. (DS)

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North Dakota
LIBRARY NOTES

AN OCCASIONAL PUBLICATION OF THE STATE LIBRARY COMMISSION

ED118075

NORTH DAKOTA STATE PLAN FOR LIBRARY DEVELOPMENT

FISCAL 1976-1980

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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STATE LIBRARY COMMISSION
BISMARCK, ND 58505
February 1976

VOLUME 7
NUMBER 2
FEBRUARY
1976

IR 002 976

STATE LIBRARY COMMISSION
Bismarck, North Dakota

ARTHUR A. LINK
Governor

EDWARD J. KLECKER
Director of Institutions

RICHARD J. WOLFERT
State Librarian

NORTH DAKOTA STATE PLAN FOR LIBRARY DEVELOPMENT

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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STATE LIBRARY COMMISSION

BISMARCK 58505

July 1975

Arthur A. Link

Governor

Edward J. Klecker

Director of Institutions

Richard J. Wolfert

State Librarian

This publication has been funded in part by the
U. S. Office of Education through the Library
Services and Construction Act, P. L. 91-600

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SECTION ONE

BASIC STATE PLAN AMENDMENT

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
REGION VIII
FEDERAL OFFICE BUILDING
19TH AND STOUT STREETS
DENVER, COLORADO 80202

September 23, 1975

OFFICE OF EDUCATION

Mr. Richard J. Wolfert
State Librarian
North Dakota State Library
Bismarck, ND 58501

Dear Mr. Wolfert:

Enclosed is your copy of North Dakota's Amendment to the Basic State Plan for Library programs under the Library Services and Construction Act, as amended (P.L. 91-600) that has been approved by the U.S. Commissioner of Education.

Section 6 (c)(2) of Public Law 91-600 requires that the State Plan be made public as finally approved.

I appreciate your efforts in the preparation of this State Plan and the timeliness of its submission.

Sincerely,

Henry A. Fontaine
Library Program Officer

HAF/dms

Enclosure

RECEIVED
SEP 2[illegible]
NORTH DAKOTA
STATE LIBRARY

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

NORTH DAKOTA STATE PLANNING DIVISION

STATE CAPITOL—FOURTH FLOOR—BISMARCK, NORTH DAKOTA 58501
701 224 2818

August 12, 1975

STATE INTERGOVERNMENTAL CLEARINGHOUSE "LETTER OF CLEARANCE"
ON PROJECT REVIEW IN CONFORMANCE WITH OMB CIRCULAR NO. A-95

To: State Library Commission

STATE APPLICATION IDENTIFIER: 7507189371

Mr. Richard J. Wolfert
State Library Commission
Highway 83 North
Bismarck, North Dakota 58505

Dear Mr. Wolfert:

The State Intergovernmental Clearinghouse has received and reviewed the document entitled: North Dakota State Plan for Library Development.

This document consists of three sections: 1. State Federal Agreement; 2. Long-range plan detailing goals, programs, priorities and procedures; and 3. Projects for Fiscal 1976.

This document is in general conformance with the goals and objectives of the State and is not in conflict with any other State Plan on file with the Clearinghouse.

In compliance with Executive Order No. 48 and Office of Management and Budget Circular No. A-95, our office has reviewed this document and hereby gives clearance to it without comment.

Sincerely yours,

Bonnie E. Austin

Miss Bonnie E. Austin
Associate Planner

BEA/ds

RECEIVED
AUG 13 1975
NORTH DAKOTA
STATE LIBRARY

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

BASIC STATE PLAN AMENDMENT
(State-Federal Agreement)

LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED BY P.L. 91-600

The State Library Commission
(Officially Designated State Library Administrative Agency)
of the State of North Dakota, hereby agrees and assures that the Basic State Plan which serves as an agreement between State and Federal Governments under the Library Services and Construction Act, as amended, for which Federal funds are being requested for the fiscal year ending Sept. 30, 1976, continues to be in effect as signed by the U.S. Commissioner of Education on August 13, 1971, except as otherwise indicated in documents listed below, copies of which are attached:

- [X] Maintenance of Effort Statement
- [ ] Advisory Council
- [ ] Criteria:*
  - [ ] For determining adequacy of public library services
  - [ ] To Assure program priority to areas with low-income families
  - [ ] To assure program priority to areas with persons with limited English-speaking ability
- [ ] Other (identify)

North Dakota State Library Commission
State Library Administrative Agency

Randal Bldg., Hwy. 83 N., Bismarck, ND 58505
Address

Richard J. Wolfert
Signature of Authorized State Agency Official

State Librarian
Title

*P.L. 91-600, Section 6(b)(4), as amended by P.L. 93-380, 8/21/74

COVER SHEET

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

AMENDMENT TO BASIC STATE PLAN FOR LIBRARY PROGRAMS UNDER LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED

Submitted by the State of North Dakota in accordance with the provisions of the Library Services and Construction Act, as amended, and the Regulations promulgated thereunder.

Submitted by the State Library Commission
(Name of State Agency)

on June 20, 1975.
(Date)

By Richard J. Wolfert
(Authorized Official)

State Librarian
(Title)

To be completed by the Office of Education:

Date on which plan or amendment is effective: July 1, 1975

Approval recommended _____ 8/21/75
Regional Commissioner — Date

Concurred _____ AUG 27 1975
for Acting Director, OLLR — Date

Concurred _____ SEP 4 1975
Deputy Commissioner for School Systems — Date

Approved _____ SEP 08 1975
U.S. Commissioner of Education — Date

STATE NORTH DAKOTA
FY 1976

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

MAINTENANCE OF EFFORT CERTIFICATION

LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED BY P.L. 91-600

The State Library Commission:
(Officially Designated State Library Administrative Agency)

I. assures that it has available for expenditure under Title I of the Act in this fiscal year (FY 1976).

A. From State and local sources:

1. Sums sufficient to earn its basic minimum allotment.

2. Not less than the total amount actually expended, in areas covered by the programs for such year, for the purposes of such programs from such sources in the second preceding fiscal year (FY74).

B. From State sources:

1. Not less than the total State amount actually expended for such purposes from such sources in the second preceding fiscal year (FY 1974).

II. assures that it will expend in this fiscal year (FY 1976) from Federal, State, and local sources, an amount not less than the amount expended by the State from such sources for State institutional library services, and library services and to the physically handicapped during the fiscal year ending June 30, 1971.

Richard J. Wolfert
Signature of Authorized State Library Administrative Agency Official

CRITERIA FOR DETERMINING ADEQUACY OF PUBLIC LIBRARY SERVICE TO GEOGRAPHICAL AREAS AND GROUPS OF PERSONS

I. Disadvantaged persons residing in rural or urban areas with high concentrations of low-income families.

A. Criteria for determining areas with high concentrations of low-income families:

1. Rural Areas
   a. 1970 census definitions of poverty and low-income
   b. Rank of counties by percentage in poverty

2. Urban Areas
   a. Volume ratings of poverty
   b. Percentage of poverty

B. Areas designated as having high concentrations of low-income families:

1. Rural Areas

Rank	County	% Families in Poverty
1	Sioux	38.2
2	Rolette	28.9
3	Billings	28.0
4	Grant	24.1
5	Sheridan	23.9
6	Kidder	22.8
7	Benson	21.6
8	Eddy	20.5
9	Mountrail	20.4
10	Dunn	20.0

2. Urban Areas

Rank PPI	Rank SPI*	
1	7	Fargo
2	4	Grand Forks
3	3	Minot
4	6	Bismarck
5	2	Jamestown
6	1	Mandan
7	5	Williston

* PPI = Primary Poverty Indicators
SPI = Secondary Poverty Indicators

C. Sources of information:

North Dakota Family Poverty Information. Division of Health Planning, North Dakota State Health Department, November, 1972. 7p.

Poverty in North Dakota. North Dakota State Economic Opportunity Office, July, 1970. 82p.

North Dakota State Economic Opportunity Office is now updating statistics on poverty in North Dakota.

II. Persons residing in areas of the state which are without library service or which have inadequate service.

A. Criteria for determining areas without service or with inadequate service:

1. Areas without service are those political subdivisions in which residents do not have legal access to free local public library service

2. Areas with inadequate service are those political subdivisions which, singly or jointly with other political subdivisions, maintain public libraries which do not meet Public Library Standards as set forth by the State Library Commission.

III. Physically handicapped persons (including the blind and other visually handicapped).

A. Adequacy of service shall be measured by criteria and standards set forth in the following:

1. Library Administration Division. ALA. ***Standards for Library Services for the Blind and Visually Handicapped. 1967.***

2. National Accreditation Council for Agencies leaving the Blind and Visually Handicapped. ***The Comstac Report. Standards for Strengthened Services. 1966.*** Part Three: The Standards, S-2, Library Services p. 191-218.

IV. Inmates, patients or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, and other general or special institutions or hospitals operated or substantially supported by the State. The criteria to be used for determining the adequacy of service to these persons are, but need not be limited to, the following:

A. Hospital Library Standards Committee. ALA. ***Standards for Library Services in Health Care Institutions. 1970.***

B. American Correctional Association. ***Manual of Correctional Standards: Library Services. 1966.***

C. U. S. Department of Health, Education and Welfare, Children's Bureau. ***Institutions Serving Delinquent Children.***

D. American Library Association. ***Standards for School Media Programs. 1969.***

E. Joint Commission on Accreditation of Hospitals. ***Standards for Residential Facilities for the Mentally Retarded.***

V. Persons with limited English-speaking ability.

A. Persons with limited English-speaking ability are individuals who were not born in the United States or whose native language is a language other than English, and individuals who come from environments where a language other than English is dominant as further defined by the Commissioner by regulations; and by reason thereof, have difficulty speaking and understanding instructions in the English language.

B. Criteria for determining adequacy of library service:

1. Adequacy of basic library services as measured against N. D. Standards.

2. Availability of materials in the dominant language.

3. Availability of related cultural materials.

4. Accessibility of information resources in the dominant language, both human and material.

- ADVISORY COUNCIL MEMBERSHIP -

Public Libraries

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Mr. George Bliven
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Grafton, ND 58237 352-2410

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702 5th Street
Devils Lake, ND 58301 662-4244

SECTION TWO

LONG-RANGE PROGRAM

1.0 General conditions.

1.1 Development.

This long-range program was developed by the State Library with the advice of the North Dakota Advisory Council on Libraries and in consultation with the Regional Program Officer of Region VIII of the U. S. Office of Education.

This long-range program will be reviewed annually and revised in accordance with changing needs in North Dakota and to qualify for assistance under the Library Services and Construction Act.

Results of evaluations and surveys by the State Library and the North Dakota Advisory Council on Libraries will be incorporated into the annual revisions of the long-range program.

1.2 Needs assessment.

Insofar as possible, an assessment of the library needs of the general population and special groups has been made and is included in the appropriate sections of this program.

Surveys, questionnaires, interviews, and informal conversation have been the methods used to determine the assessment of library needs. A more exhaustive assessment of needs will be done as this plan develops, as will a delineation of what needs may properly be satisfied through the provision of public library service.

Needs assessment studies used in the preparation of this long-range program:

Berninghausen, David K. and others. Library Services in North Dakota; Report of a Survey Conducted for the State Library Commission and the State Historical Society. Minneapolis, University of Minnesota Library School, 1966. 70p.

An Investigation of the Ideas on Interlibrary Cooperation in North Dakota; A Report Presented to the North Dakota State Library Commission, by Dennis N. Page and Michael M. Miller. June, 1967. 25p.

"Reports of Regional Task Forces for Library Development, 1971." 1 vol.

A Time to Pause (Questionnaire to Librarians, 1971)

A Time to Pause (Questionnaire to Library Board Presidents, 1971)

Minutes of the Meetings of the North Dakota Advisory Council on Libraries, 1970-75.

Velva Public and School Library Study. August, 1973. 38p.

Individual Consultations, 1970-75.

Lewis and Clark Library Service Study. Conducted by Region VII Resource, Conservation & Development District. (in progress)

Lake Agassiz Library Service Study. Conducted by Region V Resource, Conservation & Development District. (in progress)

A Study of Public Library Finance and Governmental Organization, with Recommendations. Conducted by The University of North Dakota School of Law. (in progress)

1.3 Programs and projects.

1.31 Programs.

Programs have been developed which will provide for meeting the assessed needs of the state's population insofar as funds permit, and insofar as it is possible to satisfy these needs through the provision of public library service.

The assessment of needs of student clientele and the development of programs to satisfy these needs by state supported academic libraries is the responsibility of each college and university and the State Board of Higher Education, and of school libraries by each local school district and the State Department of Public Instruction.

The State Library's role is to provide supplementary resources and services and to coordinate the various library programs and projects insofar as possible.

The programs set forth in this plan are:

a. State Institutional Library Service.
b. Library Service to the Physically Handicapped.
c. Library Service to State Government.
d. Statewide Information and Library Service.
e. Library Service to Special Groups of Persons.
f. Development of public library service.
g. Planning, Research, Education.
h. Grants-in-aid for improved library service.
i. Interlibrary cooperation.
j. Construction of public library facilities.

1.32 Projects.

Projects under each program are detailed in the Annual Program and show the objectives, methods, special characteristics and problems of each project.

1.4 Evaluation and reporting.

1.41 Evaluation.

Policies and procedures for the periodic evaluation of the effectiveness of programs and projects is provided for in each section of the Long-range Program.

1.42 Reporting.

Policies and procedures for appropriate dissemination of the results of evaluations and other information pertaining to the programs and projects are provided for in each section of the Long-range Program. An overall report on each fiscal year's project will be prepared by the State Library and submitted to the Regional Office of the U. S. Office of Education.

1.5 Coordination.

Policies and procedures for the effective coordination of programs and projects supported under the LSCA with the programs and projects supported by other federal, state, or local funds are provided for in each section of the Long-range Program.

1.6 Interlibrary cooperation.

Criteria, policies, and procedures for the approval of applications for interlibrary cooperation under Title III of LSCA have been provided for in the appropriate section of the Long-range Program.

1.7 Construction.

Criteria, policies, and procedures for the approval of applications for the construction of public library facilities under Title II of LSCA have been provided for in the appropriate section of the Long-range Program.

Assurance is given that every local or other public agency whose application for funds under the Plan with respect to a project for construction of public library facilities is denied will be given an opportunity for a hearing before the State Library.

1.8 Administration of the State Plan.

All sections of this Plan are administered by the State Library.

The administrative staff of the State Library consists of:

a. The State Librarian.
b. The secretary to the State Librarian.
c. An administrative officer in charge of finance.
d. A LSCA planning, program and evaluation director.
e. An account clerk.

The State Library is the State Library Commission.

The Director of Institutions constitutes the State Library Commission.

The State Librarian is the Secretary and Director of the State Library Commission.

The library services provided to individuals and libraries by the State Library are administered by the Head of Library Services. The library services are provided by a staff of twenty FTE* persons, a collection of 85,000 books, periodicals, recordings, and filmstrips in an area of 10,820 square feet of leased space.

1.9 Criteria and priorities for allocating funds under Title I of the Act.

1.91 Criteria.

a. Consistency with State Plan
b. Need for assistance under the Act.
c. Feasibility of projects to carry out program.
d. Contribution to the overall improvement of the condition of library services in the state.
e. Cost-benefit to the whole state and to special conditions.
f. Maintenance of effort on the part of state and local library agencies.
g. State Library Standards for service and facilities.
h. Coordination with other services to groups or areas.

These criteria are consistent with the criteria set forth in the basic State Plan.

1.92 Priorities.

Priorities in allocating funds under Title I of the Act are:

a. State Institutional Library Service at an amount not less than the amount expended during the fiscal year 1971.

b. Library Service to the Physically Handicapped at an amount not less than the amount expended during the fiscal year 1971.

c. Administration of the State Plan.

d. Statewide information and library service.

e. Library Service to Special Groups of Persons to the extent that sufficient funds are also available to continue to develop a foundation

* full-time equivalent

of general public library service throughout the sparsely populated areas of the state.

f. Development of public library services.

g. Planning, research, education.

h. Grants-in-aid for improved library services.

While the above list is in hierarchal order, funds may be allocated in all categories even though only portions of each program may have active projects. The State Library prefers to work across broad fronts at this time so that many facets of library service may be explored and evaluated.

2.0 State Institutional Library Service.

2.1 Purpose.

The objective is to provide to state institutionalized persons an opportunity to develop their educational, economic, and cultural potential through the utilization of library services.

2.2 Description of population group.

State institutionalized persons include 170 inmates of the State Penitentiary and State Farm, Bismarck; 114 residents in the State Industrial School, Mandan; 631 patients in the State Mental Hospital, Jamestown; 40 students in the School for the Blind, Grand Forks; 101 students at the School for the Deaf, Devils Lake; 949 students and patients in the School for the Mentally Retarded, Grafton; 295 patients in the San Haven State Hospital, and 129 residents in the Soldier's Home, Lisbon.

2.3 Assessment of needs.

The population in each of the state institutions has access to a library located within the institution. The quantity and quality of library services varies among the institutions. The nature of the library depends upon the special characteristics of the clientele served. In general, additional staff, materials, equipment and space are needed in each of the libraries in the institutions. National library standards appropriate to each institution is an objective to be attained. Each institution will undertake an assessment of their clientele's need for improved library service. Since the library is an integral part of the institution's program of education, treatment, or care, the staff of the institution, in consultation with the State Librarian, and in accordance with the national standards, shall provide a needs assessment as part of their annual application for LSCA funds.

2.4 Policies, programs, priorities, coordination.

2.41 Policies.

The library in each institution is an integral part of that institution's program of education, treatment, or care. The State Library acts in an administrative and a consultant capacity, as a coordinating office, and as a supplementary resource for library materials and services.

2.42 Program.

Upon application, LSCA grants are made to the institutions, in accordance with the priorities set by the State Library.

2.43 Priorities.

Priority shall be given to those institutions which exhibit greatest need and which indicate promise of institutional initiative to improve their library program toward attaining national standards.

2.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as the physically handicapped and senior citizens) and with other federal, state, and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

2.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State supported institutions:
(1) State Penitentiary, Bismarck.
(2) State Industrial School, Mandan.
(3) State Hospital, Jamestown.
(4) State School for the Blind, Grand Forks.
(5) State School for the Deaf, Devils Lake.
(6) State School for the Mentally Retarded, Grafton.
(7) State Soldier's Home, Lisbon.

2.6 Criteria for determining the ability of the state institution to administer the program.

a. An administrator who understands and supports the library component of his institution program.

b. A library staff properly trained to carry on the project.

c. Adequate physical facilities and equipment to deliver library services.

d. Evidence that present funds are being used economically and efficiently.

e. Evidence that any funds granted will be used to supplement rather than substitute for institutional effort.

2.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified group.
(2) Population of group.
(3) Location of group.
(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.
(2) Probability of delivery of services to clientele.
(3) Cost-benefit and contribution to the statewide program.
(4) Quality and permanence of service.

e. Financial requirements:

(1) Available LSCA funds.
(2) Available local matching funds.
(3) Ability to sustain program.
(4) Maintenance of local effort.

f. Coordination with other services to group.

2.8 Eligibility for service.

Individuals who are residents, patients, or inmates in the state institutions designated in section 2.5 are eligible for this special library service.

2.9 Evaluation of projects and of program.

2.91 Evaluation.

a. Periodic evaluation of the effectiveness of programs and projects is required.

b. Evaluation of individual projects will be accomplished by advisory groups within the institution composed of the librarian, staff, and users appointed by the institution in consultation with the State Library. Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

2.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by the state institution advisory group and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

2.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the state institution to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

3.0 Library Services to the Physically Handicapped.

3.1 Purpose.

The objective is to provide an opportunity for persons who are unable to read or use conventional printed material as a result of physical limitations, to develop their educational, economic, cultural, and recreational potential through the use of library services.

3.2 Description of population group.

The North Dakota Division of Vocational Rehabilitation estimates that there are 2,378 persons in the state who have visual impairments to the extent that they are unable to carry on or are limited "in amount or kind of major activity." In addition, there are 2,195 persons with complete or partial paralysis that they are unable to carry on or are limited "in amount or kind of major activity."[1]

As of July 1, 1974, there are 1000 persons certified to receive library service from the Regional Library for the Blind or Handicapped. An additional 400 persons are considered to be potential users of this service.

3.3 Assessment of needs.

This population group is, to a large extent, immobile because of their physical limitations. Thus, it is necessary to provide special means to bring library service and the person together. The State Library will use the resources of the State Division of Vocational Rehabilitation, the State Social Services Department, the Department of Health, and other public and private agencies to locate persons with physical handicaps who qualify for this special library service.

Because of the population group's inability to read conventionally printed material, special library material must be provided, such as tape cassettes, talking books, braille, and large print books. Special equipment may also be necessary, such as automatic page turners, tape cassette players, and special 8 1/3 rpm record players.

Staff working with this population group may require special training.

---

[1] *North Dakota. State Division of Vocational Rehabilitation. Statewide Planning for Comprehensive Vocational Rehabilitation Services. Bismarck, Dec. 31, 1968. p. 123.*

3.4 Policies, programs, priorities, coordination.

3.41 Policy.

It is the policy of the State Library that physically handicapped persons shall have equal access to library services as other North Dakota residents, insofar as possible.

3.42 Programs.

a. Service to persons in nursing homes, hospitals, and other institutions and to persons in private homes may be provided by the following methods:

(1) Special delivery service of library materials by a library staff member or a volunteer by means of a library vehicle or a private carrier.

(2) Traditional mail delivery service.

(3) Special transportation of the handicapped to the library by a library staff member in a library vehicle, or by providing free public transportation (bus or taxi), or in a private car by volunteers.

(4) Newer ways made possible by technology such as cable television.

b. Personnel training.

Special training may be provided to personnel working with the physically handicapped through workshops, institutes, and informal training sessions.

c. Standards.

Programs shall be in accordance with appropriate national library standards, insofar as possible.

3.43 Priorities.

Priorities for the provision of library service to the physically handicapped shall be given to:

a. The State Library in its provision of a statewide library service.

b. Public libraries which serve as a regional resource center and which have an active program of extending their services to the physically handicapped in institutions and homes on a regional basis.

c. Local public libraries which have an active program of extending their services to the physically handicapped in institutions and homes.

d. Community libraries which have an active program of extending their services to the physically handicapped in institutions and homes.

3.44 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as library service to state institutions, senior citizens, and other physically handicapped persons who do not qualify under this section of the Plan) and with other state and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

3.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State Departments responsible for the physically handicapped.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/09.

d. School districts operating community libraries in accordance with State Library standards.

e. State or community colleges operating regional libraries in accordance with State Library standards.

3.6 Criteria for determining the ability of the public agency to administer the program.

a. An administrator who understands and supports the special library services to the physically handicapped.

b. A library staff properly trained to carry on the project.

c. Ability to maintain adequate financial records and an ability to prepare financial, statistical, and evaluative reports on the project.

d. Adequate facilities, equipment, and materials to deliver the special services.

e. Evidence that present funds are being used economically and efficiently.

f. Evidence that the grant is to supplement rather than substitute for local or state effort.

3.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs.

(1) Characteristics of identified group.

(2) Population of group.

(3) Location of group.

(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project.

(1) Adequacy of staff, materials, and physical facilities.

(2) Probability of delivery of services to clientele.

(3) Cost-benefit and contribution to the statewide program.

(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services & Construction Act funds.

(2) Available local matching funds.

(3) Ability to sustain program.

(4) Maintenance of local effort.

f. Coordination with other services to group.

3.8 Eligibility for service.

Individuals who are physically handicapped because of blindness or other visual handicaps and certified by competent authority as unable to read or to use conventional printed material as a result of their physical limitation are eligible for this special library service.

The State Librarian, or persons designated by him, is the competent authority to certify individuals eligible for service.

Physically handicapped persons who do not qualify for service under this section of the State Plan, may qualify under Section 6.0.

3.9 Evaluation of projects and of program.

3.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

3.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

3.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

4.0 Library Services to State Government.

4.1 Purpose.

To assist officials and employees in carrying out their duties and responsibilities in conducting the business of their office and the state government as a whole by providing access to library and information service.

4.2 Assessment of needs.

The complex nature of state government responsibilities and services with its broad scope and infinite detail; inter-agency and intergovernmental relationships; the intra-agency development of planning and management techniques; taxation-financing problems; the continuing goal of general citizen welfare; all these challenges require access to an organized broad collection of pertinent, high quality and timely information resources.

The government personnel served by the State Library information services are located in the 125 state agencies in the capitol city of Bismarck and the adjacent community of Mandan, consisting of approximately 2,500 employees. There are an additional 2,650 state employees at other locations in the state (not including those at the state academic institutions) who have access to State Library services via mail, CATS and WATS or regular telephone service and in some cases by teletype.

The state judiciary consults the local courthouse law collections, the Supreme Court Law Library in Bismarck, or the library at the University of North Dakota Law School, Grand Forks. The State Library buys only general books in the field of courts and judicial administration, law and legal problems, tax and business law, and other aspects of law which are of general public interest.

The larger executive departments in the Bismarck area have their own specialized information collections to fill basic staff research and reference needs related to the statutory functions of their respective agencies. The larger of the departmental libraries are in the Highway Department, Business and Industrial Development Department, Health (including Mental Health and Retardation), Public Instruction, Social Services, and Vocational Education Departments.

The Legislative Council has a collection of documents and reports from other states and provides research service for the Legislature.

The State Historical Society operates a special library on the history of North Dakota and the surrounding area.

All of these larger agencies tend to use the State Library for supplemental services by requests through the departmental librarians although employees may, and frequently do, deal directly with the State Library. The many smaller agencies in the area are dependent primarily upon the State Library for all but the most technical reference tools and very specialized professional directories, journals, and periodic reporting services.

At present, the State Library is located about one mile north of the Capitol Building. Space in the Capitol Building is needed for a reference service on government functions which would include a select collection of Federal and State documents for frequently used reference tools and serial services and recent issues of periodicals and professional journals relating to government and current affairs. The reference service would need a professional staff familiar with the government collection at the State Library and experienced in government and/or the social sciences as well as in library services. Such a staff would furnish immediate answers to official phone or personal requests for information, or would know how to obtain the information within a reasonable time. Deliveries of material housed at the State Library would be furnished regularly twice a day to the Government Reference Library in the Capitol or even more quickly if the need arises.

4.3 Policy.

It is the policy of the State Library to provide the highest level of service possible to all branches of state government and to the general public on matters relating to state government.

4.4 Program activities.

A. State government information collection - The State Library is placing special emphasis on selecting material on state government, government administration, state legislatures, current governmental affairs and subject-matter of concern to state government.

The State Library subscribes to 32 periodicals and journals devoted to functions of state government and government administration. The library has a special collection of U. S. Bureau of the Census volumes dating back several decades, and is a U. S. Depository Library able to receive whatever federal government documents the State desires.

B. North Dakota State Document Depository. This collection, which is part of the State Library reference services, is a legally required function. All agencies of state government are required by law to provide twelve copies of each of their publications to the State Library for distribution to specified major libraries in the state and to the Library of Congress. These document depositories are a way of dispersing throughout the state for public use the periodic reports and special studies made in state agencies. It serves to preserve state documents for research purposes, accountability, and to provide a source of information on education, taxes, and government financing, health data, environment information, and state planning, among many others, and provides a complete record of the activities of the State Legislature, and recently, of the Constitutional Convention.

All state documents since 1965 have been microfilmed and have been indexed by agency and title on the state computer system.

C. Network of Knowledge. The Network of Knowledge is described elsewhere as a service of the State Library to all the libraries and institutions of the state. It is an essential service also for fulfilling the information requirements of state government. Its services will be expanded when a reference library is established in the Capitol, since data from the departments of government will be more accessible to the State Library and so will the reference resources of the Supreme Court Law Library and the Library of the State Historical Society.

D. Technical Services. The State Library would like to offer to the departmental libraries in state government the possibility of having their acquisitioning, book preparation and cataloging done in the Technical Processing Division of the State Library. This is now being done with some educational materials which are shelved and circulated in the State Library with the willing cooperation of the Director of Library Services of the Department of Public Instruction, and the State Real Estate Commission.

E. Publications. The State Library issues several series of publications, one of which is specifically directed to the interests of state agencies. It is entitled Recent Publications on Governmental Affairs, and is a periodic listing of selected new publications and articles on governmental functions.

The library also issues a monthly list of selected library acquisitions, arranged by broad subject headings, many of which relate to some function of state government. It is entitled Flickertale Selections and has a wide circulation in state agencies.

North Dakota State Publications, a semi-annual listing of North Dakota state publications received by the State Library for distribution to the state document depositories. State agencies can determine what other state agencies are publishing and they can also check to be sure that their own agency is consistently filing 12 copies of their publications with the State Library.

North Dakota Library Notes is a series which often contains bibliographies. Some are for special interest groups, some for general use. A bibliography on state constitutions and constitutional revision has both governmental and public use. There is a bibliography on the administration of justice and jury trials which serves government, the public, and high school debate teams which were given this subject for debate in 1971-72. As the need arises and staff time permits, bibliographies are prepared and distributed.

Tape Cassette Catalogs are issued. Each catalog is devoted to a specific subject area. A recent one includes government, religion, ecology, economics, education, and world affairs.

F. A Union List of Periodicals received by the various state agencies in the Bismarck-Mandan area was compiled and published in 1971. A new 1973 edition has been published.

G. State Agency Interviews. An agency interview program was initiated with the purpose to familiarize agency administrators with services the State Library is able to provide to State Government. The interviewer also inquires about the extent of information material in the agency and how much information is required by the agency from outside sources. What sources do they use and what staff is assigned to gather information and care for the collection in the agency? The interviewer suggests services from the State Library which may be useful in relation to specific needs of the agency. The indications are that agencies desire better organization of their own library and appreciate information on other information sources. The interviewer talks with department librarians or

library clerks as well as with administrators. Many agency administrators are very glad to know what services the State Library has to offer and they want to receive relevant library publications and be notified of new library materials related to the work of their agency.

H. Periodical Scanning. There are many books and periodical publications received regularly by the State Library which relate to state government, political science and public administration. An effort is made to scan these publications as they arrive. Books and significant articles are photocopied and referred to appropriate state government professional employees and agency administrators.

I. Collection Building. The State Library is giving special emphasis to acquisition of information materials dealing with staff responsibilities common to all state agencies, such as accounting and budgeting, program planning, staffing and personnel training, and office management. It is also gathering materials on subject areas relating to state agency functions. Another area receiving attention is the selection of material relating to current social problems - delinquency, drug and alcohol abuse, law enforcement, fire protection services, accident prevention and safety, ecology, environment, and consumer protection. Several multi-media courses have been purchased from the American Management Association to develop managerial understanding and skills in state officials and employees.

J. Special Collections. When the state undertakes a special program such as constitutional revision, the State Library assumes responsibility for gathering information on the subject. From various sources, the library built up a collection of books and pamphlets on constitutions and constitutional revision, and it assembled documents and reports from North Dakota files and from other states recently involved in rewriting or revising their constitutions and holding constitutional conventions. The library served the delegates and staff of the convention and the general public. The State Library subscribed to a statewide clipping service on the Constitutional Convention, and is compiling a chronological history of the convention by means of organized photocopying of news articles, editorial and columnist comment, letters to the editors, and cartoons.

4.5 Coordination.

State government is a civic and social function of society; the State Library is a binding element between the people and their government. The library gathers many kinds of material, much of it useful for the state legislature and executive agencies of the government. At the same time, much of this material, acquired because of its relevance to government, will be on subjects of interest to varying proportions of the state's population. By being a part of the State Library collection, government subject-matter material automatically becomes available for academic and public use for general reading, research purposes and informal education. In other words, coordinating library services to state government with service to the public through public and academic libraries in the state is fulfilling one of the State Library's legal responsibilities "...to make library materials available to libraries throughout the state (and) to individuals connected with departments of state...".

4.6 Evaluation of projects and programs.

Periodic evaluations will be made by the State Librarian and staff and the results of such evaluations reported.

5.0 Statewide Information and Library Services.

5.1 Purpose.

The objective is to assist the people of North Dakota to develop their educational, economic, cultural, and spiritual potential through the availability of adequate information and library service.

5.2 Assessment of needs.

A. Public Library Service.

In general terms, one-third of the state's 617,761 population is without locally supported public library service, one-third has locally supported public library service so inadequate that its contribution to local educational and cultural opportunities is minimal, and one-third has locally supported public library service at a reasonable, though nationally inadequate, level. The latter one-third of the population is located in the major cities.

No library in the state meets state or national standards. Only twenty-two out of the state's fifty-three counties provide some level of public library support. Fifty-seven incorporated cities support public library service through city taxes. Few of these cities and counties have a sufficient tax base to provide adequate public library service. On a state-wide basis, public funds for public library service are expended in these categories:

1. Public Libraries in Cities with Population of:	Number of Cities	Percent of State Population	Percent of Total Local Library Income	Per Capita Tax Income
30,000 or more	4	26	49	$3.83
5,000 to 20,000	9	8	20	2.45
5,000 or less	51	10	6	1.25
TOTAL	64	44	75	2.54

2. County Library Service	Number of Counties	Percent of State Population	Percent of Total Local Library Income	Per Capita Tax Income
	22	28	25	1.86

3. Cities with no Local Supported Library Service				
	296	28	-0-	-0-
TOTAL CITIES	360	TOTAL-100	100	2.54

The greatest need for improved public library service is in the rural areas and small towns which have the least population density and declining tax base. These areas of greatest need are also those areas of greatest resistance to local tax increase for any purpose.

B. School Library Service.

All high school districts in the state are evaluated and rated by the State Department of Public Instruction. There are 17 level 1 districts, 47 level 2 districts, 154 level 3 districts, and 42 non-accredited districts in the state. Generally, the level of library service is related to the accreditation level of the school district. The bulk of the schools require supplemental library service from the State Library.*

C. Academic Library Service.

There are 15 institutions of higher learning in the state and each has a library, although at a level less than national standards. Some supplementary library service is provided by the State Library.*

D. Special Library Service.

There are 30 special libraries (medical, law, historical, wildlife, etc.) in the state and they are at varying levels of adequacy. Some supplementary library service is provided by the State Library.*

E. Direct Service to Individuals.

Since two-thirds of the state's population is either without local library service or at a less than "barebones" level, a large part of the State Library's service is directed toward this clientele.

5.3 The State Library Collection.

The State Library has been collecting material since 1907. In recent years much emphasis has been placed upon the "newer media" which includes tape cassettes, sound filmstrips, and 8mm films. At this time 1/3 of the use of the library is of the "newer media" and is expected to increase over the years. Books, magazines, and pamphlets will remain, however, important staples of the State Library collection.

*Not included in LSCA funding. State funded.

The State Library collection consists of:

Books: 60,000 adult information
6,000 adult fiction
4,000 juvenile

Special collections are maintained in the subject areas of education, state government, and library science.

Periodicals: Current subscriptions limited to intergovernmental affairs and librarianship.

Tape cassettes: 8,000 (popular, classical music, old time radio programs, children's stories, educational subjects)

Filmstrips: 1,000 (varied educational subjects)

State documents: Depository file since 1965.

North Dakota Network for Knowledge: A statewide interlibrary loan system designed to supplement the resources available at local libraries.

5.4 Program activities.

5.41 Direct service to individuals.

Information service is provided to persons directly at the State Library, or by telephone, or by mail. However, certain channels of access are expected to be used to assure maximum utilization of local library resources and services, where they exist.

5.42 Supplementary information service to libraries.

Except in our major cities, school and public libraries are usually small and need a large resource center to call upon for additional material (books, magazines, filmstrips, tape cassettes). The larger school and public libraries, and academic and special libraries call upon the State Library for materials of a more specialized nature and for the location of materials in other libraries via the "Network for Knowledge."

5.43 Consultant services.

The State Library staff makes periodic visits to public libraries and to other libraries upon request, to assist them in improvement of services or with special problems.

5.44 Library service centers.

The State Library provides grants or materials in lieu of grants, to selected local libraries. These libraries provide free service to persons living outside the jurisdiction supporting the local library. These libraries, in effect, operate as

service centers of the State Library by providing State Library services closer to the home of many persons living in areas without or with inadequate local library service.

5.45 Special projects.

Special projects may be undertaken based upon a needs assessment determination.

5.5 Policies, priorities, coordination.

5.51 Policies.

The State Library will use Library Services and Construction Act funds to achieve adequate library service to all citizens of the state.

The State Library will encourage local initiative and financial support and wide citizen participation in library development.

The State Library will seek increased state financial responsibility and support.

The State Library will foster the development of regional center libraries which will extend their services to their surrounding area as designated by the State Library.

Local libraries will be encouraged to affiliate with a regional resource library.

The State Library will serve as the apex of the state's system of libraries and will provide a resource of materials and services which will supplement and coordinate the services of all other libraries.

5.52 Priorities.

The highest priority shall be assigned to strengthening the State Library to serve citizens through local libraries and regional library systems, with library resources not available locally or regionally so that all the people of the state shall have access to the full range of reference and educational materials. The State Library is responsible for planning, coordination, and statewide library development.

Additional priorities:

a. Designating points of library strength of varying degrees and types at various locations throughout the state which will be supported in whole or in part, by resource grants from the State Library. State Standards of measurement (materials, staff, space, services) must be met or have the potential of being met in a reasonable period of time.

b. Provision of access of these points of library strength for all citizens of the state and which will be supported by service grants from the State Library. Each library participating in the State Plan must be a participant in the statewide inter-library cooperation network and of the system in the region.

c. Provision of the extension of service from these points of library strength to areas of the state which have no or inadequate library service. This extension of service may be by direct mail, book-mobile, stations or branches, or by other means. Such extension of service will be funded by local appropriations by participating local governments to which local library service has been extended and/or by State Library grants.

5.53 Coordination.

a. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan and with other federal, state, and local programs.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

5.6 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library is limited to:

a. The North Dakota State Library.

b. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/09.

c. State or community college libraries operating regional libraries in accordance with State Library standards.

d. School districts operating community libraries in accordance with State Library standards.

5.7 Criteria for determining the ability of a public agency to administer a project.

The following criteria are applied to public agencies to determine their ability to administer a state/federal library program in their political subdivisions:

a. Have submitted an annual report for the previous fiscal year to the State Library Commission on forms so designated.

b. Potential of meeting the North Dakota Public Library Standards set by the State Library Commission.

c. Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

d. Provide free and prompt interlibrary loan service for the patrons with a regional cr state library.

e. Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative services, if necessary.

f. Agree to merge, consolidate, or contract their library service with other political subdivisions if, in the judgement of the State Library Commission, a more economical, efficient, and improved library service will result.

g. Show evidence of maximum local effort by levying the maximum local mill levy permitted by state law.

h. Show present funds are used economically and efficiently.

i. Show that plans are to use the grant to supplement rather than substitute for local support.

j. Show that the library or libraries have the potential of continuing the service with local funds.

k. Engage a qualified librarian in keeping with State Library standards.

l. Accept the supervision of the State Library Commission.

m. Attend meetings called by the State Library Commission.

n. Ability and willingness to maintain adequate financial records and to prepare financial, statistical, and evaluative reports on the projects.

5.71 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified area.
(2) Population of area.
(3) Location of area.
(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.
(2) Probability of delivery of services to clientele.
(3) Cost-benefit and contribution to the state-wide program.
(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services & Construction Act funds.
(2) Available local matching funds.
(3) Ability to sustain program.
(4) Maintenance of local effort.

f. Coordination with other services to group.

5.72 Eligibility for service.

All residents of the State of North Dakota are eligible for library service from the State Library or through a participating local or regional library.

5.8 Evaluation of projects and of programs.

5.81 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

5.82 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually. A descriptive and evaluative annual report will be prepared and published by the State Library.

5.83 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

6.0 Library Services to Groups of Persons.

6.1 Purpose.

The objective is to provide an opportunity to special groups of persons to develop their educational, economic, and cultural potential through the use of library service.

6.2 Description of population groups.

A. Disadvantaged persons in low-income areas.

There are 18,332 families in North Dakota with incomes below the poverty level (1970 census definition). There are approximately 138,000 persons classified as low income families (125% of poverty). The highest concentrations of these families are given in the criteria, p. viii-x.

B. Limited English-speaking ability.

The largest group of persons with limited English-speaking ability is concentrated in the Red River Valley and consists of seasonal agricultural workers. In 1975 it is estimated that 2,250 persons in 738 families will be in the Valley for a period of seven weeks. The dominant language of this group is Spanish and their ability to read and speak the English language is limited.

C. Senior citizens.

In North Dakota, there are 90,811 senior citizens, many of whom are not library users because of lack of interest, low reading skills, home-bound or institution-bound because of physical handicaps or lack of transportation. 20,638 of these senior citizens have incomes below the poverty level.

D. Indians.

There are 14,369 Indians in North Dakota residing on four reservations and in various cities throughout the state.

E. Physically handicapped.

There are an unknown number of physically handicapped persons who can read conventionally printed materials but cannot use traditional library service.

F. Pre-school children.

Pre-school children are a large group which may be target groups for public library service.

G. Other groups.

More well known groups utilizing public library services are business and professional groups and civic and cultural organizations.

6.3 Assessment of needs.

A. Disadvantaged.

Low educational attainment and high school drop-out rates are characteristic of areas of high concentration of low-income families whether they be urban or rural.

Cultural, economic, and political poverty are a product of a poor self-image on the part of the individual and to the group of which he is a part. The poor self-image is a product of many interwoven factors, none of which improved library service will correct by itself. However, improved library service can be a means by which a percentage of poverty-bound persons can improve their self-image through reading cultural materials about their race or class, or to improve their skills and educational attainment so as to raise them from the poverty level. The founding purpose of public libraries in the nineteenth century was thus.

Disadvantaged persons, regardless of the specific disadvantage or where they reside, will require the design and implementation of special library delivery services to these persons and in conjunction with other public services before any significant improvement will occur.

Many disadvantaged persons are scattered far and wide in rural North Dakota and library service is provided to these persons in State Plan section 5 - Statewide Information and Library Service.

B. Persons with limited English-speaking ability.

An assessment of the needs of this group needs to be made. The following areas will be considered:

1. Basic library service needs.
2. Types of information and reading needs.
3. Educational and training support.
4. Reading levels in English and Spanish.
5. Types of access mechanisms required.

C. Senior citizens.

Large print books, tape cassettes of old radio programs, instructional recordings on many subjects may be suitable library materials for senior citizens.

D. Indians.

A partial needs assessment for this groups is available in A Design for Library Services for the Standing Rock Sioux Tribe prepared by the National Indian Education Association, 1972.

E. Physically handicapped.

Since a physical handicap can strike a person at any stage of his development, the variety and depth of library materials would be similar to the non-handicapped. The problem would be delivery of service.

F. Pre-school.

Pre-school children require picture books, beginning readers, tape cassette recordings of stories and instructional material.

G. Other groups.

The long-time users of public libraries, such as civic, professional, and cultural groups more often use the usual materials available in libraries, but are usually lacking in quantity, variety, and depth in our public libraries.

6.4 Policies, programs, priorities, coordination.

6.41 Policies.

It is the policy of the State Library that the needs of special groups of persons be considered in the provision of public library service.

6.42 Programs.

A. Disadvantaged.

Special library service to disadvantaged persons.

B. Limited English-speaking ability.

Special bi-lingual - bi-cultural programs.

C. Senior citizens.

Library service to senior citizen centers.

D. Indians.

Library service to Indians in rural and urban areas.

E. Physically handicapped.

Service to persons in nursing homes, hospitals, and other institutions and to persons in private homes may be provided by the following methods:

(1) Special delivery service of library materials by a library staff member or a volunteer by means of a library vehicle or a private carrier.

(2) Traditional mail delivery service.

(3) Special transportation of the handicapped to the library by a library staff member in a library vehicle, or by providing free public transportation (bus or taxi), or in a private car by volunteers.

(4) Newer ways made possible by technology such as cable television.

F. Pre-school.

Special library services to pre-school children.

G. Other groups.

Special library services to business, civic, and cultural organizations may be provided.

Personnel training.

Special training may be provided to personnel working with these special groups through workshops, institutes, and informal training sessions.

Standards.

Programs shall be in accordance with appropriate national library standards, insofar as possible.

6.43 Priorities.

Priority shall be given to projects serving:

A. Disadvantaged persons.
B. Persons with limited English-speaking ability.
C. Senior citizens.
D. Physically handicapped persons not served under section 3 of this Plan.

6.44 Coordination.

A. Coordination shall be effected by the State Library to the greatest extent possible with other sections in this State Plan (such as library service to state institutions, and other physically handicapped persons who do not qualify under this section of the Plan) and with other state and local programs.

B. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

6.5 Eligible agencies to administer programs.

Agencies eligible to administer a program under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State Departments responsible for the physically handicapped, senior citizens, and low income families.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/09.

d. School districts operating community libraries in accordance with State Library standards.

e. State or community colleges operating regional libraries in accordance with State Library standards.

(3) Ability to sustain program.

(4) Maintenance of local effort.

f. Coordination with other federal, state, and local programs.

6.8 Eligibility for service.

Individuals who are part of the special group of persons designated in the project are eligible for this special library service.

6.9 Evaluation of projects and of program.

6.91 Evaluation.

Evaluation of individual projects will be accomplished by local advisory groups appointed by the local library in consultation with the State Library.

Statewide evaluation will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

6.92 Reporting.

a. Appropriate dissemination of the results of evaluation and other information pertaining to the programs and projects is required.

b. Descriptive and evaluative reports will be prepared by local, regional, and state advisory groups and submitted to the State Library at least annually.

A descriptive and evaluative annual report will be prepared and published by the State Library.

6.93 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show local, state, and federal funds expended for the library program in categories required by the State Library.

6.6 Criteria for determining the ability of the public agency to administer the program.

a. An administrator who understands and supports the special library services to the group proposed.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the special services.

d. Evidence that present funds are being used economically and efficiently.

e. Evidence that any funds granted will supplement rather than substitute for local or state effort.

f. Ability to maintain adequate financial records and an ability to prepare financial, statistical, and evaluative reports on the project.

6.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs:

(1) Characteristics of identified group.

(2) Population of group.

(3) Location of group.

(4) Sources of information.

c. Outline of services and method of delivery.

d. Feasibility of project:

(1) Adequacy of staff, materials, and physical facilities.

(2) Probability of delivery of services to clientele.

(3) Cost-benefit and contribution to the state-wide program.

(4) Quality and permanence of service.

e. Financial requirements:

(1) Available Library Services and Construction Act funds.

(2) Available local matching funds.

7.0 Development of public library service.

7.1 Purpose.

The objectives are to provide funds to improve specific library services, to demonstrate library service to unserved areas, to foster governmental re-organization of local library units, or to aid in minor remodeling of publicly owned buildings used as a public library.

7.2 Assessment of needs.

a. Governmental reorganization.

North Dakota has need for governmental reorganization of local units of public library service. At minimum, those cities and counties which maintain separate library operations in the same city and in some cases in the same building, need to be merged or consolidated.

All cities in North Dakota are small by national standards and need a larger tax base than their present one. City-county and multi-county operations which would provide an adequate tax base are required for improved library service.

b. Demonstration of library service.

Since only twenty-two of the state's fifty-three counties support local public library service, demonstrations may be needed at the county and multi-county levels to extend service to the unserved areas and to secure local tax support.

c. The development of community library service in communities under 2500 population by extending and augmenting the services of the school media center to the entire community may be a possible alternative to the development of separate public library service.

d. Remodeling.

Minor remodeling of existing public library buildings under certain conditions can help facilitate improved library service. Many of the libraries are in old buildings and when the declining population does not warrant new construction, minor remodeling may be in order.

e. Specific library services.

Among the general inadequacies of the state's public libraries are specific inadequacies which, because of national, state, or local concern, need to be singled out for special attention and rectification.

7.3 Policies.

It is the policy of the State Library to:

a. Encourage the development of enlarged local tax bases for public library service by combining city and county libraries and establishing multi-county libraries.

b. Demonstrate library service in those areas not served or inadequately served with public library service, and which have the potential of providing local tax support to sustain the service.

c. Experiment with the development of community library service in communities under 2500 population.

7.4 Programs.

a. Grants may be made to facilitate the merger or consolidation of libraries where improved library service to the public will result.

b. Grants may be made to demonstrate public library service in areas where service does not exist or is inadequate.

c. Grants may be made to school districts for the development of community library service.

d. Grants may be made for minor remodeling of public libraries which will result in improved service.

e. Grants may be made for specific library services, such as drug education, environmental concern, etc.

7.5 Priorities.

Priorities for projects in this section of the State Plan:

a. Merger or consolidation.

b. Demonstration.

c. Community library service.

d. Specific library services.

e. Minor remodeling.

7.6 Eligible agencies to administer projects.

Agencies eligible to administer a project under the supervision of the State Library are limited to:

a. State Library.

b. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/09.

c. School districts operating community libraries in accordance with State Library standards.

d. State or community colleges operating regional libraries in accordance with State Library standards.

7.7 Criteria for determining the ability of a public agency to administer a project.

a. An administrator who understands and supports the need for improved public library service.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the services.

d. Ability to maintain adequate financial and statistical records to permit analytical and evaluative reports.

7.8 Criteria for determining feasibility of a project.

a. Soundness of objectives and consistent with State Plan.

b. Sound assessment of needs.

c. Outline of services and method of delivery.

d. Adequacy of resources.

e. Financial requirements.

f. Coordination with other projects.

g. Cost-benefit and contribution to statewide program.

7.9 Evaluation of projects and programs.

7.91 Evaluation.

Evaluation of individual projects will be accomplished by local and regional advisory groups appointed by the State Library.

Statewide evaluation of projects and of the program will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

7.92 Reporting.

Appropriate dissemination of the results of evaluation and other information pertaining to the program and projects is required.

Descriptive and evaluative reports on programs and projects will be prepared by the local and regional advisory groups and submitted at least annually to the State Library. An annual report will be prepared and published by the State Library.

7.93 Audit.

An annual audit prepared by a state auditor or a CPA shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

8.0 Planning, Research, Education.

8.1 Purpose.

The objectives are:

a. Planning: To develop a statewide plan for the coordinated development and utilization of library services.

b. Research: To gather basic data about libraries, library activities, librarians, library programs, information and reading needs, and other related information to be analyzed and synthesized for use in the planning process.

c. Education: To upgrade the educational attainment of public library staff so that a higher quality of service is available to the library user.

8.2 Assessment of needs.

Library service in North Dakota needs improvement as has been indicated under the various sections of this Plan. Planning and research are essential components of the process of improvement and will be emphasized in this Plan.

The educational attainment of public librarians needs to be increased. North Dakota has 45 municipal public libraries, 13 county or multicounty libraries, and 15 association libraries. However, there are only 8 public librarians with master's degrees in librarianship. About 10 have college degrees in other fields. The remaining employees have little or no library education or training.

Much training needs to be done in the area of public relations, so that present library services are better known to the public and that needs are effectively presented to the various governing bodies.

8.3 Policies.

It is the policy of the State Library to provide leadership in the areas of planning, research and education so as to improve library service in North Dakota libraries.

8.4 Programs.

a. Planning and research may be undertaken by the State Library by:

(1) Engaging trained personnel in the areas of planning and research.
(2) Commissioning research projects to provide data and designs for improving library services.
(3) Appointing state, regional, and local advisory councils consisting of librarians and laymen.

b. Educational opportunities for public librarians will be provided through:

(1) Tuition reimbursement for undergraduate library science courses successfully completed at North Dakota colleges and selected correspondence schools.
(2) Workshops and institutes designed to improve the immediate and long-range quality of services in public libraries.
(3) Encourage and aid in establishing library workshops and courses in designated urban areas to facilitate upgrading of public library staff educational attainment without excessive loss of staff time.
(4) Develop and encourage on-the-job training programs.

c. A program of certification of public librarians will be instituted. Various levels of competency will be formally recognized in clearly defined categories.

8.5 Reports.

Reports prepared by research and planning groups shall be made available to the North Dakota Advisory Council on Libraries and to other interested parties.

8.6 Eligible participants.

Educational opportunities are limited to persons employed in a public library at least fifteen hours per week and who agree to continue to work in a public library for at least one year after receiving a tuition reimbursement.

Planning and research projects may be awarded to any public or private agency or person who can demonstrate competency to undertake the assignment.

8.7 Evaluation of projects and programs.

Periodic evaluation of various projects and programs will be undertaken by the State Library and/or the North Dakota Advisory Council on Libraries.

The results of such evaluations shall be reported.

9.0 Grants-in-aid for Improved Public Library Service.

9.1 Purpose.

The objective is to provide supplemental funds to libraries so as to improve services, stimulate increased local support, and meet state standards.

9.2 Description of population.

North Dakota has 79 city or county public libraries serving 496,130 people. In addition, 121,631 persons live in areas without locally supported public library services. (See Section 5.2 (A) for detail of needs).

9.3 Assessment of needs.

Public libraries are basically supported by local property tax funds. In 1974, eighty-four percent of public library support was from local tax funds. Thirteen percent was from federal funds administered by the State Library or from federal revenue sharing funds. Three pereent was from all other sources. No state funds are available for grants to local public libraries.

The local tax base upon which public libraries depend is too small to support an adequate public library service. The mill levy limitation is four mills on city libraries and two mills on county libraries. Many libraries, particularly the counties, do not levy even the two mills permitted. State grants-in-aid would provide federal funds, and eventually state funds, to supplement the local tax base.

9.4 Policies and programs.

9.41 Policy.

It is the policy of the State Library to equalize the access to library service throughout the state. To provide supplemental funds is one method used to move toward equalization.

9.42 Program.

The formula for grants-in-aid to qualifying libraries is:

a. The available funds for this program would be distributed to qualifying libraries on the basis of local tax effort and on the basis of the number of persons living in the area supporting the library. Thus, if $10,000 were available to a total population of 100,000 persons, then the per capita rate would be 10¢.

If a library served a city of 3,750 persons, the grant would be $375.00.

b. In lieu of a cash grant, the State Library may provide:

(1) Credit for the purchase of library materials at the State Library or at a regional library.

(2) Services from the State Library or from a regional library.

9.5 Eligible libraries to receive grants-in-aid.

To qualify for a grant-in-aid, the public library is required to:

a. Be established and maintained according to the North Dakota Century Code sections 40-38-01 and 40-38-02.

b. Have a board of directors appointed and serve according to North Dakota Century Code 40-38-03.

c. Have an annual audit by a state auditor or a CPA and forward a copy to the State Library.

d. Provide free library service to all persons in the geographical area supporting the library.

e. Submit an annual narrative and statistical report to the State Library providing information specified by the State Library.

f. Be open to the public as least fifteen hours a week, including some evening and Saturday hours.

g. Employ a library director certified by the State Library.

h. Levy at least 4 mills on the net assessed valuation in cities and 2 mills on the net assessed valuation in counties.

i. Participate in the North Dakota Network for Knowledge.

9.6 Evaluation.

At least every two years, before the convening of the State Legislature, evaluation of state grants-in-aid shall be done by an advisory group appointed by the State Library.

9.7 Audits.

An annual audit prepared by a state auditor or a CPA shall be submitted by the grantee to the State Library within twelve (12) months after the close of the fiscal year in which the grant was awarded. The audit shall show funds expended for the library program in categories required by the State Library.

10.0 Interlibrary Cooperation (Library Services and Construction Act, Title III).

10.1 Purpose.

The objective is the systematic and effective coordination of the resources and services of public, school, academic, and special libraries and other special information centers so that improved services of a supplementary nature is achieved to the special clientele (users) served by each type of library or center.

10.2 Description of population group.

There are fifteen academic libraries; sixty public libraries; two-hundred-fifty high school libraries; and thirty special libraries in North Dakota. These libraries (except high school libraries) are listed in the Directory of North Dakota Libraries, published annually by the State Library. The combined resources of materials and staff is enormous when compared to any one library. There are over 1,000,000 books and related materials and many professional staff members and other specialists available.

10.3 Assessment of needs.

All libraries in North Dakota are inadequate by national or State standards. No library is an island unto itself, that is, self-sufficient for all the needs of its clientele.

While each library is different in character and usage, sufficient common ground exists in technical processes and in policies of use that a network of interlibrary cooperation is needed and is feasible to supplement each other's needs.

10.4 Policies, programs, priorities, coordination.

10.41 Policies.

The State Library believes that all library resources in the state should be interrelated to the end that all kinds of libraries are fully utilized to make it possible for all North Dakota residents to have the opportunity to obtain the services and materials needed.

The State Library believes that the primary library service to the clientele of each kind of library is the responsibility of the library and its parent

agency. Nothing in this State Plan shall be construed to the contrary, therefore, library service to students in relation to class assignments is the prime responsibility of the school in which the student is enrolled. Other libraries may provide supplementary service to the student through the school library or directly as local procedures permit.

Public library responsibility is to the whole community from which it receives its support and should apportion its services to the needs of the community, taking into consideration other library, reading, or informational resources so as to minimize unnecessary duplication of materials and services.

10.42 Programs.

a. Statewide network.

The North Dakota Network for Knowledge is maintained and operated by the State Library. It is a central catalog of library materials (print and audio-visual) located in Bismarck, consisting of the holdings of the twenty-five largest libraries in the state. It is also a communication network by means of teletype, WATS, and mail, connecting all libraries in the state to this central catalog.

The State Library also locates materials not available in North Dakota from the Library of Congress in Washington, D. C. and other large libraries such as Linda Hall, Kansas City, Missouri, and Center for Research Libraries, Chicago, Illinois, and the University of Minnesota in Minneapolis.

b. Regional networks.

Regional networks encompassing various types of libraries may also be established as part of the State Network.

c. Coordination of libraries.

Coordination of library materials and services on a statewide, regional, or local basis is another program. Coordination projects under this program would include:

(1) Studies or surveys to determine the need and the feasibility of library service coordination; planning for interlibrary cooperation.

(2) A staff coordinator to expedite a local or regional project.

(3) Compilation and publishing of union lists of materials or services on a local, regional, or statewide basis.

10.43 Priorities.

Priority shall be given to projects in this order:

a. Statewide.

b. Regional.

c. Local.

and to:

a. Studies or surveys.

b. Compilation of lists.

c. Hiring of staff.

10.44 Coordination.

a. Coordination shall be implemented by the State Library to the greatest extent possible with other federal, state, and local projects.

b. Whenever possible, persons working with other related library programs or projects shall be invited to participate in the planning and evaluation of the programs or projects enumerated in this section of the State Plan.

10.5 Eligible agencies to administer programs.

Agencies eligible to administer a project under the supervision of the State Library are limited to:

a. The North Dakota State Library.

b. State supported academic libraries.

c. Public libraries established and maintained in accordance with North Dakota Century Code 40-38-01/03.

d. School districts operating community libraries in accordance with State Library standards.

10.6 Criteria for determining the ability of a public agency to administer a project.

a. An administrator who understands and supports interlibrary cooperation.

b. A library staff properly trained to carry on the project.

c. Adequate facilities, equipment, and materials to deliver the services.

d. Ability to maintain adequate financial and statistical records to permit analytical and evaluative reports.

10.7 Criteria for determining feasibility of a project.

a. Objectives consistent with State Plan.

b. Sound assessment of needs.

c. Outline of services and method of delivery.

d. Adequacy of resources.

e. Financial requirements.

f. Coordination with other projects.

g. Participants shall include at least two types of libraries; (e.g. public and school; public and academic).

10.8 Eligibility for service.

All North Dakota libraries are eligible to participate in the use of the interlibrary cooperation program. Privately supported libraries are not eligible to receive funds from the State Library, but are encouraged to benefit from the improved services rendered by the cooperation.

All North Dakota residents are eligible to utilize the materials and services available under this program through their local library or through the State Library.

10.9 Evaluation of projects and program.

10.91 Evaluation.

Evaluation of individual projects will be accomplished by regional advisory groups appointed by the State Library. Statewide evaluation of projects and of the program will be accomplished by the North Dakota Advisory Council on Libraries and its resource members.

10.92 Reporting.

Appropriate dissemination of the results of evaluation and other information pertaining to the program and projects is required.

Descriptive and evaluative reports will be prepared by regional advisory groups and submitted at least annually to the State Library. An annual report will be prepared and published by the State Library.

10.93 Audit.

An annual audit prepared by a state auditor or a CPA

shall be submitted by any grantee to the State Library within twelve (12) months after the close of the fiscal year in which a grant was awarded. The audit shall show state and federal funds expended for the library program in categories required by the State Library.

11.0 Public Library Construction (Library Services and Construction Act, Title II).

11.1 Introduction.

Federal Library Services and Construction Act funds under Title II are allotted to the State Library for the purpose of paying the federal share of the cost of public library construction projects which result in a usable public library building and is in conformance to the North Dakota State Plan. The maximum federal share is sixty percent of eligible costs of a project. The State Library has been designated the agency to administer the public library construction funds in North Dakota.

11.2 Eligible costs of construction.

The following costs are eligible at the discretion of the State Library if incurred after the date of project approval:

a. Erection of new buildings to be used for public library facilities;

b. Expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing buildings to be used for public library purposes;

c. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of land on which there is to be construction of a new building or expansion of an existing building which are incurred within three fiscal years preceding the fiscal year in which the project was approved by the State Library, and if such expenses constitute an actual cost or transfer of public funds.

d. Site grading and improvement of land on which such facilities are located;

e. Architectural, engineering, and inspection expenses incurred subsequent to site selection;

f. Expenses (other than interest and the carrying charges on bonds) related to the acquisition of an existing building to be used for public library facilities, if such expenses constitute an actual cost or transfer of public funds.

g. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility provided by a construction project, including all necessary building fixtures and utilities, office furniture, and public library equipment such as library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables and study carrels, book-lifts, elevators, and information retrieval devices (but not books or other library materials).

11.3 Definitions.

a. "Construction" includes construction of new building and acquisition, expansion, remodeling, and alteration of existing buildings, and initial fixed equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land).

b. "Movable equipment", as distinguished from consumable supplies and other materials, means a movable article or set of articles which meets all the following conditions:

(1) The article retains its original shape and general appearance with reasonable care and use over a period of at least one year;

(2) It is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit;

(3) It does not lose its identity through incorporation into a different or more complex unit or substance.

The term "fixed equipment" includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

c. "Library materials" means books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, printed, published, and audiovisual materials, non-conventional materials designed specifically for the handicapped, and other materials of a similar nature.

d. "Library service" means the performance of all activities of a library relating to the collection and organization of library materials and making the materials and information of a library available to the public or a special clientele.

e. "Public library" means a library that serves free of charge all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. The term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

f. "Public library services" means library services which are provided by or on behalf of a public library free of charge. The term does not include those library services that are properly the responsibility of the schools.

g. "State Library" means the North Dakota State Library Commission.

11.4 Eligibility to participate in the State Plan.

Eligibility is limited to:

a. The State Library which provides free library service to all residents of the state.

b. Public libraries which are established, governed, and maintained according to North Dakota Century Code 40-38-01/09 and provide free library service to all residents of their city or county.

c. Public school districts which provide free library service to all residents of their district.

d. State or community colleges operating regional libraries in accordance with State Library standards.

11.5 Criteria for evaluating applications by public libraries:

a. The existing library facility must be inadequate as defined by the North Dakota Public Library Standards.

b. The proposed library facility must be adequate as defined by the North Dakota Public Library Standards.

c. The proposed library facility must be located and planned so as to have a potential for service to an area larger than the present service area unless their service area is deemed adequate by the State Library.

d. The governing body of the library must have plans for the extension of or cooperation in services to areas outside their present tax supported areas if deemed necessary by the State Library.

e. The applicant public library's building program statement.

f. The applicant public library must:

(1) Have local funds available to match federal funds.

(2) Agree to terms specified by the state and federal laws, rules, and regulations.

(3) Have submitted an annual report for the previous fiscal year to the State Library Commission on forms so designated.

(4) Have potential of meeting the North Dakota Public Library Standards.

(5) Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

(6) Provide free and prompt interlibrary loan service for the patrons with a regional or the State Library.

(7) Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative service, if necessary.

(8) Agree to merge, consolidate, or contract their library service with other political subdivisions if, in the judgement of the State Library, a more economical, efficient, and improved library service will result.

(9) Show evidence of maximum local effort by levying the maximum local mill levy permitted by state law.

(10) Show present funds are used economically and efficiently.

(11) Show that the library has the financial ability to provide library service with local funds in accordance with the State Library standards.

(12) Engage a qualified librarian in keeping with State Library standards.

(13) Accept the supervision of the State Library Commission.

(14) Have the capability of administering the state/federal program.

(15) Be able to prepare adequate reports to assure an evaluation of the state/federal program.

(16) Agree that the facility to be constructed, expanded, remodeled or altered will continue to be used for public library service for a period of at least twenty years.

11.51 Criteria for evaluating applications received by public school districts or state and community colleges:

a. The existing school library facility must be inadequate to provide library service to the community as defined by the North Dakota Standards for Community Library Service.

b. The proposed school library facility must be adequate to provide library service to the community as defined by the North Dakota Standards for Community Library Service.

c. The applicant's community library building statement.

d. The applicant must:

(1) Have local funds available to match federal funds.

(2) Agree to terms specified by state and federal laws, rules, and regulations.

(3) Have potential of meeting the North Dakota Community Library Standards set by the State Library Commission.

(4) Show evidence that the applicant library serves its whole community and that services are not limited to any particular group or age.

(5) Provide free and prompt interlibrary loan service for the patrons with a regional or the State Library.

(6) Show evidence of planning for participation in a regional library system and a willingness to contract with other libraries for cooperative services, if necessary.

(7) Show evidence of maximum local financial effort.

(8) Show present funds are used economically and efficiently.

(9) Show that the library has the financial ability to provide library service with local funds.

(10) Engage a qualified librarian in keeping with State Library standards.

(11) Accept the supervision of the State Library Commission.

(12) Be able to prepare adequate reports to assure an evaluation of the state/federal program.

(13) Agree that the facility to be constructed, expanded, remodeled, or altered will continue to be used for public library service.

11.6 Priorities in the allocation of funds.

a. Levels of service.

(1) The North Dakota State Library.

(2) Those communities which serve as the headquarters library of a regional system of libraries and which have local matching funds on hand.

(3) Those communities which have local matching funds on hand and which serve as a participating unit in a regional system of libraries receiving service from a center for a regional system of libraries.

(4) Those communities which have local matching funds on hand and which have an inadequate or no public library.

b. Types of construction.

(1) The construction of a new public library facility or the addition to an existing public library facility shall have priority over the remodeling of an existing public library facility.

(2) The remodeling of an existing public library facility shall have priority over the purchase and remodeling of an existing facility to be used as a public library.

(3) The acquisition of an existing building to be used for a public library shall be considered only if the criteria as set forth in the State Plan is met.

11.7 Procedures for administering the State Plan for construction.

a. Announcement of the availability of the Public Library Construction Funds.

b. Mailing of application forms by the State Library and setting a deadline for their return.

c. Determination of eligibility and priorities according to the State Plan.

d. Review and approval or rejection of applications by the State Library.

e. Reassignment of Public Library Construction Funds if approved projects fail to materialize.

f. Acceptance and use of Public Library Construction Fund reallocations from the federal office for additional projects if some become available.

g. Payments:

(1) Payments on projects in which the federal share is $10,000 or more shall be scheduled as follows:

30% of total grant at time of groundbreaking or initial construction;

30% of total grant at time project is 50% completed;

30% of total grant at time project is 100% completed;

10% of total grant at time the final audit of funds is approved by the State Librarian.

(2) Payments on projects on which the federal share is less than $10,000 shall be scheduled as follows:

90% of total grant at time of groundbreaking or initial construction;

10% of total grant at time the final audit of funds is approved by the State Librarian.

h. An opportunity for a fair hearing shall be communicated to each local public library board or other public agency whose application for Public Library Construction Funds has been denied. Such communication shall be in writing and mailed no later than three (3) days following the time at which the decision is reached. All requests for fair hearings shall be made in writing to the State Librarian within ten (10) days following notification of the decision made on the application.

11.8 Terms and conditions.

11.81 Finance.

a. Prior to final approval of a project, local match-

ing funds must be certified by the responsible local governmental authority as available for use at the time that the contract for construction, expansion, remodeling or alteration is awarded.

b. Gifts, donations and building funds, raised through local campaigns for public library construction projects, must be in cash and deposited in accordance with local laws and regulations to the account of the local governmental authority or agency thereof, and without such conditions as would negate their character as public library funds. If local matching funds are withdrawn after a project is approved by the State Library, the federal funds allocated to that project will be used on other eligible projects.

11.82 Land and buildings.

a. Before a construction project can be approved, title to land to be used or existing library building must be legally held by the library board or by the governmental authority designated by law to hold such title.

When the purchase of land is a part of a proposed construction project and land value is to be used as local matching, there must be a valid option to buy before the project can be finally approved.

b. The purchase price of land for public library construction may be used for matching if acquired no more than three fiscal years prior to approval of the project by the State Library. Land purchased more than three fiscal years prior to approval cannot be used as part of local matching funds. The cost of buildings on land purchased as a library building site cannot be included as part of local matching funds. The cost of buildings purchased for remodeling can be used to match federal funds provided the building is purchased after approval of the project.

c. Value of land donated <u>cannot</u> be used for matching.

11.83 Building plans.

a. A licensed North Dakota architect must be employed.

b. Complete and detailed construction plans must be furnished the State Library for final approval.

c. Plans, where possible, should include means of expanding the library building in the future.

d. Applicable building codes (county, city, state) must be met.

11.84 Equipment.

a. A list of the equipment to be used in new building

or the areas to be remodeled, expanded or altered must be submitted to the State Library Commission and indicate the location of the equipment in the building.

b. Wherever possible, equipment shall be purchased on a bid basis with specifications submitted to several suppliers.

11.85 Records.

a. All records concerning the expenditure of funds for approved projects will be kept together and separate from all other library and governmental records. These records will be held until such time as the State Library notifies the agency as to their disposal.

b. Representatives of the State Library will have access to these records at all times during construction.

c. These records are to include:

(1) Copies of all final contracts.

(2) Copies of the weekly payrolls of all contractors and subcontractors.

(3) All other bills, receipts and other essential information pertaining to the project.

11.86 Audits.

a. The local library will engage a certified public accountant or a state auditor to an audit after the project is certified completed by local library board and architect but before the final payment of alloted federal funds is made to the local library.

b. A copy of the audit will be sent to the State Library for review and acceptance before final payment of federal funds will be made.

c. Audits are the responsibility of local libraries.

11.87 Other conditions.

a. Final drawings and specifications. The final working drawings and specifications will be submitted to the State Library for final approval before the project is placed on the market for bidding.

b. Interest in site. The state or local governing body has or will have a free simple title or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities

for not less than the expected useful life of the facility.

c. Construction starting and completion dates. Construction contracts shall be entered into within twelve (12) months following the State Librarian's approval of projects and completed within twenty-four (24) months after the start of construction.

d. On-site supervision and inspection. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications; and representatives of the State agency will have access at all reasonable times; for the purpose of inspection, to all construction work being done under the Act, and the contractor will be required to facilitate such access and inspection.

e. Progress reports. The local agency undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the state agency may require.

f. Interest in completed facilities. Upon completion of the construction, title to the facilities will be in and retained by a public state or local agency. (20 U.S.C. 355a, 355b, 1232b; 33 U.S.C. 466 note, 701 note; 42 U.S.C. 2,000 E note, 4151-4156, 4321-4347).

g. Pro-rating of costs. Where the library is to be a portion of a building or attached to another building, the contracts shall clearly define the dollar amounts and square footage of the areas to be used exclusively for public library purposes.

h. Purchase of existing building. An existing facility shall be examined by a registered architect and/or a structural engineer to determine its structural soundness.

i. Fire and safety codes. In developing plans for public library facilities, the local and state codes with regard to fire and safety will be observed; and in situations where local and state codes do not apply, Uniform Building Code and Life Safety codes shall be observed.

j. Compliance with National Environmental Policy of 1969. The public library shall comply with whatever procedures may be established by the State and Federal government to implement section 102 (2) (c) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332 (2) (C).) and Executive Order No. 11514 (42 U.S.C. 4321 note).

k. Water pollution. The public library shall comply with whatever policies and procedures are established by the government to implement Executive Order No. 11288 (33 U.S.C. 406 note) with regard to the prevention of water pollution.

l. Uniform Relocation Assistance and Real Property Acquisition Act. The applicant must be able to comply with this Act (PL 91-646).

m. National Historic Preservation Act. The applicant must be able to comply with this Act.

11.88 Construction contracts.

The applicant library shall assure the State Library that the following terms and conditions will be complied with on the construction project approved by the State Library:

a. Labor standards. All laborers and mechanics employed by contractors and subcontractors on the construction project will be paid wages at rates not less than those prevailing as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5) and 29 CFR Part 1 (29 F.R. 95), and shall receive overtime compensation in accordance with, and otherwise comply with, the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-333); that such contractors and subcontractors shall comply with the provisions of 29 CFR Part 3 (42 U.S.C. 2,000 E note); and that all construction contracts and subcontracts shall incorporate the contract clauses required by 29 CFR 5.5 (a) and (c) (29 F.R. 100, 101, 13463).

b. Equal employment opportunity. Construction contracts exceeding $10,000 shall include the employment and nondiscrimination clause prescribed by section 203 of Executive Order No. 11246 of September 24, 1965 (42 U.S.C. 2,000 E note), and that they shall otherwise comply with the requirements of section 301 of said Executive Order.

The library will comply with all regulations in accordance with Title VI of the Civil Rights Act of 1964.

c. Avoidance of flood hazards. In the planning of the construction of library facilities under the Act, the public library shall, in accordance with the provisions of Executive Order No. 11296 of August 10, 1966 (33 U.S.C. 701 note), and such rules and regulations as may be issued by the State and Federal government to carry out those provisions, evaluate flood hazards in connection with such library facilities, and, as far as practicable, avoid the uneconomic, hazardous, or unnecessary use of flood plains in connection with such construction.

d. Accessibility to handicapped persons. Except as otherwise provided for in the regulations issued

by the Administrator of General Services (41 CFR Part 101-17) to implement Public Law 90-480 (42 U.S.C. ch. 51), the library facility shall be designed, constructed, or altered with funds under the Act in accordance with the maximum standards contained in the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped, Number A117.1-1961," approved by the American Standards Association, Inc. (subsequently changed to United States of America Standards Institute). The completed library facility shall display in a prominent place the "International Symbol of Access for the Handicapped".

e. Competitive bidding. All construction contracts shall be awarded to the lowest responsive and responsible bidder on the basis of open competitive bidding, and whenever possible there shall be three or more bidders. The State Librarian shall review bid documents for required inclusion of wage determination and compliance with federal wage and nondiscrimination regulations.

f. Elaborate or extravagant design or materials. The project will be undertaken in an economic manner and will not be elaborate or extravagant in design or materials. This includes designs that may result in uneconomical heating, lighting and maintenance costs.

g. Display of signs. The sites of the construction project shall display a sign stating that federal funds under the Library Services and Construction Act and the North Dakota State Library are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, the federal funds under the Act and the North Dakota State Library shall be noted.

11.9 State and Regional Clearinghouse approval.

All applications for construction must be reviewed by the State Clearinghouse and by the Regional Clearinghouse in those areas of the state where required.

SECTION THREE

ANNUAL PROGRAM - FISCAL YEAR 1976

NORTH DAKOTA STATE LIBRARY

Bismarck, North Dakota

58501

RICHARD J. WOLFERT

State Librarian

PHONE 224-2490

ANNUAL PROGRAM

Fiscal Year 1976

Project TITLE I

1. Administration of State Plan
2. State Institutional Library Service
3. Library Service to the Physically Handicapped
4. Library Service to State Government
5. Statewide Information and Library Service
6. Library Service to Special Groups of Persons
7. Development of Public Library Service
8. Planning, Research, Education
9. Grants-in-aid for Improved Library Service

Project TITLE III

1. Interlibrary Cooperation

"Buy North Dakota Products"

State - North Dakota
Title I, Project 1
Fiscal year ending June 30, 1976

ADMINISTRATION OF THE STATE PLAN

I. Authority for the Project.

Section 1.8 of the State Plan provides for the administrative costs of executing the Plan.

II. Description.

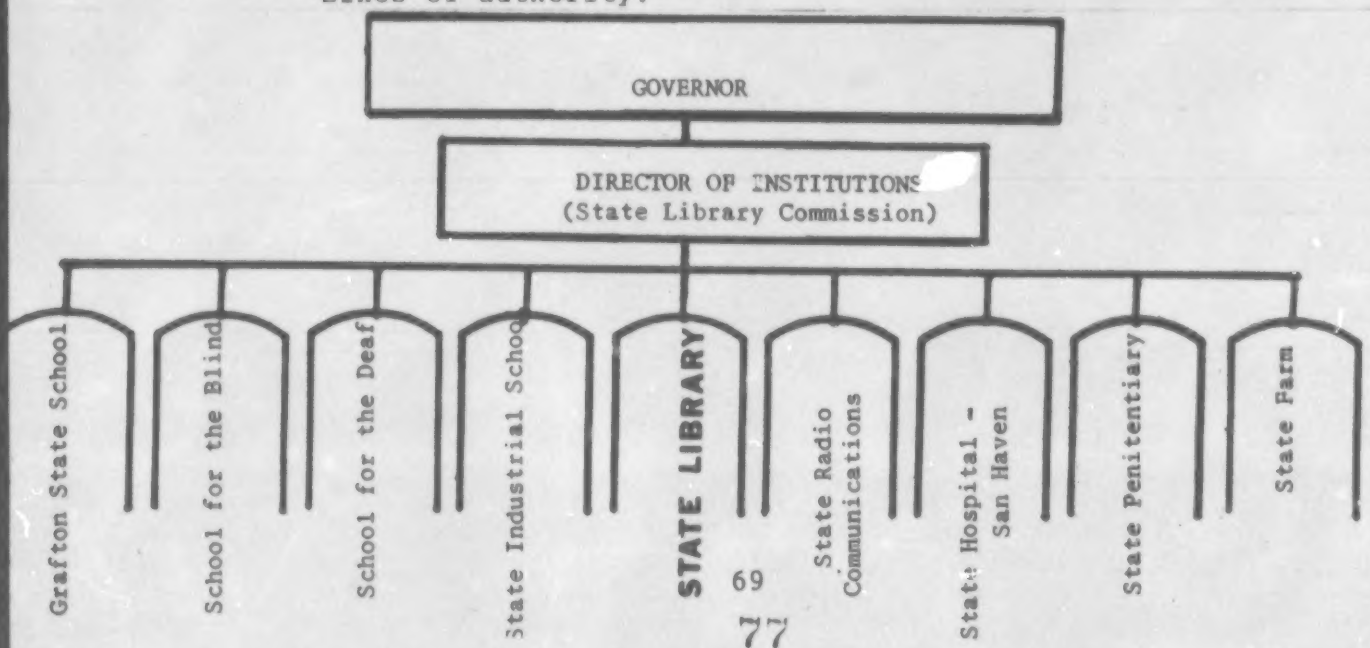
All sections of the State Plan are administered by the State Library. All grants to libraries are under the supervision of the State Library. The administrative staff of the State Library consists of:

A. The State Librarian
B. The Secretary to the State Librarian
C. An Administrative Officer in charge of finance
D. A LSCA Planning, Program, and Evaluation Director
E. An Account Clerk

III. Organization of the State Library.

The State Librarian is the Secretary and Director of the State Library Commission. The Director of Institutions constitutes the State Library Commission.

Lines of authority.



State - North Dakota
Title I, Project 2
Fiscal year ending June 30, 1976

STATE INSTITUTIONAL LIBRARY SERVICE

I. Authority Under the State Plan.

Section 2.0 of the State Plan provides for state institutional library service so that appropriate library service may be developed in the various eligible institutions.

II. Description.

The libraries in the state institutions are upgraded with materials, equipment and staff, and programs are developed which will meet the special library needs of the patients, residents, and inmates of the various institutions and serve the objectives of the institution.

III. Factors Influencing Project.

The persons in these institutions receiving library service are handicapped by physical or mental disabilities, or are correctional inmates under sentence by a court of law.

IV. Method of Administering Project.

A contract is in effect between the State Library and each state institution participating in the program.

V. Agencies Participating.

State Penitentiary, Bismarck
State Industrial School, Mandan
State Hospital, Jamestown
School for the Blind, Grand Forks
School for the Deaf, Devils Lake
School for the Mentally Retarded, Grafton
Soldiers' Home, Lisbon

State - North Dakota
Title I, Project 3
Fiscal year ending June 30, 1976

LIBRARY SERVICES TO THE PHYSICALLY HANDICAPPED

I. Authority for the Project.

Section 3.0 of the State Plan provides for library services to physically handicapped persons who are unable to read or use conventional printed materials as a result of physical limitations.

II. Description.

Special materials, such as large print books and tape cassette recordings are provided by the State Library to serve the special clientele. Talking books and braille books, published by the Library of Congress, are provided by contract from Pierre, South Dakota.

III. Factors Influencing Project.

The sparse population spread over a large area, and the difficulty of locating the clientele for this service are factors influencing the project.

IV. Method of Administering Project.

The State Library administers a supplemental program at the state level, and contracts with the South Dakota State Library for braille and talking books service for North Dakota residents.

V. Area Served.

All 53 counties in the state are served.

LIBRARY SERVICE TO STATE GOVERNMENT

I. Authority under the State Plan.

Section 4.0 of the State Plan provides for library service to officers and employees of state government.

II. Description.

Appropriate library materials are acquired by the State Library for use by officials and employees in the performance of their duties in state government. Reference service is provided in person and by telephone; loans of materials or photocopies are provided. Consultive service to the various departments is provided upon request; literature searches are conducted and the preparation of lists of materials, interlibrary loan of materials, state document depository service are other services provided.

III. Factors Influencing Project.

The State Library is located in leased quarters two miles north of the Capitol. Messenger service is provided twice daily. Coordination of the services of the existing departmental libraries and the education of the offices and employees for the need and in the utilization of library materials is required.

No LSCA funds are expended on this project.

STATEWIDE INFORMATION AND LIBRARY SERVICE

I. Authority Under the State Plan.

Section 5.0 of the State Plan provides for statewide library services in order that all citizens of the state shall have access to the full range of reference, educational, and recreational library materials.

II. Description.

The State Library is strengthened and maintained to serve all of the state's residents directly or in cooperation with existing local libraries so that a full range of library resources is readily available to everyone in the state regardless where he lives. Supplemental library service is provided to all sizes and types of libraries throughout the state.

The State Library:

A. Serves as a statewide resource library which is available to all North Dakotans by mail, telephone, in person, or through local public, school, academic, or special libraries.

B. Supplements the collections of community libraries, public libraries, regional libraries, and school libraries with information and library resources which are specialized, infrequently used, and generally not available in local libraries.

C. Provides consultant service to public librarians and trustees to aid them in improving the operation of their library and to effect better coordination in the acquisition and utilization of library materials and services.

D. Establishes levels of certification for public librarians and standards of library service for public libraries.

E. Provides a central information center concerning libraries of the state by compiling, interpretating, and disseminating library statistics.

F. Provides statewide publicity of library needs, attainments, and services available through its publications and other media.

G. Provides grants of funds or grants of materials to qualified libraries in return for operating as a state library service center to provide library service to persons living in surrounding areas without or with inadequate local library service.

III. Factors Influencing Project.

North Dakota's low population density, predominately agricultural economy, low family income compared to the nation as a whole, lack of a major metropolitan city, and lack of large university libraries influences the State Library to substantially strengthen its role as a resource for library materials and in its coordinating role of the state's libraries, and as the apex for a total library system.

IV. Method of Administering the Project.

The State Library provides space, staff, materials, a communication network and grants to libraries to serve the aims of the project.

V. Area Served.

All residents in 53 counties in the state are served.

State - North Dakota
Title I, Project 6
Fiscal year ending June 30, 1976

LIBRARY SERVICES TO SPECIAL GROUPS OF PERSONS

I. Authority Under the State Plan.

Section 6.0 of the State Plan for extending or improving library service to groups of persons which are inadequately served or receive no service at all.

II. Description.

The objectives are to identify groups of persons which are inadequately served or receive no service at all, and to experiment with library programs which will improve or extend service to the identified groups. Local and regional libraries are encouraged to sponsor activities or to co-sponsor activities or to coordinate activities with interested and appropriate organizations to improve or extend library service to groups of people. Groups of persons eligible under this project include: pre-school children, aged, home-bound, physically handicapped, migrant workers, ethnic minorities, persons in jail, nursing homes, or hospitals, disadvantaged persons, and persons with limited English-speaking ability.

III. Factors Influencing Project.

The sparse population spread over a large area, low per capita income of the state, large areas of the state without general library services, largely untrained library staff, and meager tax base are factors influencing the project.

IV. Method of Administering the Project.

The State Library may contract with local libraries to provide library services to the identified groups of persons or may provide the library services directly.

State - North Dakota
Title I, Project 7
Fiscal year ending June 30, 1976

DEVELOPMENT OF PUBLIC LIBRARY SERVICE

I. Authority Under the State Plan.

Section 7.0 of the State Plan provides for the development of public library service.

II. Description.

A. Grants may be made to facilitate the merger or consolidation of libraries where improved library service to the public will result.

B. Grants may be made to demonstrate public library service in areas where service does not exist or is inadequate.

C. Grants may be made to school districts for the development of community library service.

D. Grants may be made for minor remodeling of public libraries which will result in improved service.

E. Grants may be made for specific library services, such as drug education, environmental concern, etc.

III. Factors Influencing Project.

The state's low population density, pre-dominately agricultural economy, low tax valuation, and vast distances between population centers are factors influencing the project.

IV. Method of Administering Project.

A contract is drawn between the State Library and city, county, or school district establishing or operating the local library unit.

State - North Dakota
Title I, Project 8
Fiscal year ending June 30, 1976

PLANNING, RESEARCH, AND EDUCATION GRANTS.

I. Authority Under the State Plan.

Section 8.0 of the State Plan provides for education, research, and planning. The objectives are to provide research data for long-range planning and decision making; to upgrade the personnel employed in public libraries; to improve the level of services provided by public libraries.

II. Description.

A. Subsidy grants are made to individuals who are employed in a public library, enrolled in an approved undergraduate course in library science, and agree to continue to work in a public library for one year.

B. Workshops are conducted throughout the state by qualified librarians of the State Library or of public or academic libraries in the state or personnel retained from other states.

C. Special research projects may be commissioned.

D. Grants may be made to individuals, libraries, and organizations to provide research data and designs or plans for improving library service.

III. Factors Influencing Project.

Low educational attainment of most employees of North Dakota public libraries; need for research data, planning procedures, and evaluation of present library services.

IV. Method of Administering the Project.

Grants under contract may be made to libraries, organizations or individuals to provide planning and research for the State Library or to provide educational opportunities for North Dakota librarians.

State - North Dakota
Title I - Project 9
Fiscal year ending June 30, 1976

GRANTS-IN-AID FOR IMPROVED PUBLIC LIBRARY SERVICE

I. Authority Under the State Plan.

Section 9.0 of the State Plan provides for grants-in-aid on a formula basis for public library service so that local service can be improved and incentives provided for greater local support.

II. Description.

The State Library provides grants to qualifying local libraries on a formula basis.

III. Factors Influencing Project.

The state imposed mill levy limitation on local tax support, declining property valuations in many cities and counties, and small local tax resources of the cities and counties, requires state-aid payments for the improvement of public library service.

Public library service is a local responsibility and state-aid payments reflect the incentive feature for increased local support whenever possible.

IV. Method of Administering Project.

Contracts are drawn between the State Library and the participating local libraries.

INTERLIBRARY COOPERATION

I. Authority Under the State Plan.

Section 10.0 of the State Plan provides for the coordination of the library services of all types of libraries on a community, regional and statewide basis. The objective of the project is to insure that all library resources within the state are interrelated to the end that all kinds of libraries are fully utilized to make it possible for all North Dakota residents to have the opportunity to obtain the services needed.

II. Description.

A. Network for Knowledge

The North Dakota Network for Knowledge, a communication network, and a Union Catalog of books, periodicals, and audio-visual materials operated by the State Library, serves as a supplementary resource for all the state's libraries. The State Library is also the agent of the various libraries in the state for locating and borrowing needed materials from libraries outside of the state of North Dakota. Communication among the participating libraries is accomplished by WATS, IN-WATS, and CATS (telephone service), and by a private line teletype network in operation 24 hours a day between the State Library and regional public library service centers and academic libraries located at strategic points around the state.

B. Regional Networks

Regional networks encompassing various types of libraries may be established and become part of the statewide network.

C. Long-range Planning

A long-range plan for the development, coordination, and utilization of library resources and services of academic, public, school, and special libraries and information centers on a statewide and regional basis is being developed.

A project director has been added to the State Library staff who will gather or arrange to have gathered the necessary data, interpret the data, and recommend alternate courses of action to the State Librarian. An advisory committee to the project director has been established to provide input, evaluation, and guidance on the activity.

III. Factors Influencing Project.

The extremely limited library resources of the entire state and the inadequate financial support of libraries necessitate the joining together of resources through the Union Catalog and through the

participation in regional and statewide planning so that maximum use is made of materials available in the most economical and efficient manner.

IV. Method of Administering the Project.

The State Library maintains the Network for Knowledge and contracts with-in state and out-of-state libraries and organizations when necessary.

- APPENDIX -

A. Definition

The public library is an agency devoted to informal education, permitting an individual to study any subject at any time, to start at any degree of difficulty, proceed at his own pace, work toward a self-determined goal, free of costs and with minimum of institutional restrictions.

B. Governmental Organization

All public libraries should be established and maintained according to provisions of the North Dakota Century Code sections 40-38-01/09. Multi-county libraries may be established under 40-38-11. Contractual service agreements may be established under 40-38-04 and 40-38-10. Library service should be established under 40-38-10 only after other alternatives have been tried.

C. Finance

All public libraries should request budgets adequate to meet state standards and to meet the needs of the community served. All sources of revenue should be explored: local, state, federal, and private.

D. Records and Reporting

The librarian shall maintain adequate records to permit prompt and accurate reporting to:

1. The library board;
2. The city or county which established and provides the library's operting funds;
3. The State Library Commission.

E. Hours of Service

Each public library shall be open a minimum of five days a week, at fixed times, including evening or Saturday hours, as follows:

Number of cities in categories	Population served	Minimum hours per week
299	Under 1,000	10
39	1,000 - 2,000	15
7	2,000 - 5,000	25
5	5,000 - 10,000	30
4	10,000 - 20,000	35
2	20,000 - 40,000	60
2	40,000 - 60,000	65

F. Staff

The quality of public library service is directly dependent upon how well each library maintains high standards for personnel. Each library should have a library director with the following minimum qualifications or their equivalent and require the librarian and other staff members to attend conferences, workships, etc. so that he may keep abreast of new ideas and techniques in library service.

Population served	Minimum educational qualifications of library director
Under 2,000	High School diploma*
2,000 - 5,000	Two years of college*
5,000 - 20,000	College degree with a minor in Library Science*
20,000 - 60,000	Library Science master's degree from an ALA accredited library school

**At least one course in librarianship is required each year by each person so employed.*

G. Book selection policy

Each public library shall have a written statement of policy covering acquisition and selection of books and include the Freedom to Read statement and the Library Bill of Rights.

H. Library resources

1. Books

All citizens should have direct access to a regional public library collection of 100,000 volumes and indirect access via interlibrary loan to all the books in our state and the nation. In addition, each community should have a collection of current and useful books as follows:

Population Served	Book Stock	New Books Added Annually
Under 1,000*	3,000	300
1,000 - 2,000*	3,000 - 4,000	300 - 400
2,000 - 5,000	4,000 - 10,000	400 - 1,000
5,000 - 10,000	10,000 - 20,000	1,000 - 2,000
10,000 - 20,000	20,000 - 40,000	2,000 - 4,000
20,000 - 40,000	40,000 - 80,000	4,000 - 8,000
40,000 - 60,000	80,000 - 120,000	8,000 - 12,000

The volumes in the adult collection are expected to range from 67 percent to 75 percent of the entire collection.

Withdrawal

Withdrawal of books no longer useful, worn, or damaged should normally be about 50 percent of the amount of new books added annually.

**Libraries of this size should also be part of a library system providing a depository collection of new books rotated periodically among several libraries.*

Cataloging

Books should be cataloged according to the rules of the American Library Association, and whenever possible, books should be ordered from a jobber providing books fully cataloged and ready for shelving.

Classification

Books should be classified according to the Dewey Decimal system or the Library of Congress system.

2. Periodicals

Each public library should have at least one periodical paid subscription for every 100 population in the area served; minimum of 25 paid subscriptions.

3. Phonorecords

Each public library should have at least one phonorecord for every 20 persons in the area served, and acquire annually at least one phonorecord for every 100 people served; minimum collection of 200 phonorecords, and 50 added annually.

4. Newspapers

Each public library should provide local papers, regional papers, and national papers.

5. Reference Service

Each public library should provide a collection of reference books, including indexes and bibliographic guides and personnel qualified to service the public's reference requests.

I. North Dakota Network for Knowledge

Every public library should participate in the North Dakota Network for Knowledge in order to provide access to the library resources of the state and the nation.

J. Physical facilities

The public library building should offer to the community a compelling invitation to enter, read, look, listen, and learn; should be easy to use; and the structure should be efficient, flexible, and expandable with fixed walls kept to a minimum.

Minimum space requirements are as follows:

Population Served	*Linear Feet of Shelving*	*Amount of Floor Space for Shelving*	*Reader Space Sq. Ft.*	*Staff Space Sq. Ft.*	*Additional Space Sq. Ft.*	*Total Floor Space*
Under 1,000*	500	400	240	200	240	1,080
1,000-2,000*	500-1,250	400-1,000	240-600	200-500	240-800	1,080-2,900
5,000-10,000	1,250-2,500	1,000-2,000	600-1,200	500-1,000	1,300	2,900-5,200
10,000-20,000	2,500-5,000	2,000-4,000	1,200-2,400	1,000-2,000	1,200	5,400-9,600
20,000-40,000	5,000-10,000	4,000-8,000	2,400-9,000	2,000-4,000	3,000-4,000	11,400-25,000
40,000-60,000	10,000-12,500	10,000	10,000	5,000	5,000	30,000

**Space in a community center or in a community school should be considered.*

K. Library services to the whole community

Public library services are for the community as a whole, and shall not be limited to any particular group or age.

DEPARTMENT OF PUBLIC INSTRUCTION
M. F. PETERSON, SUPERINTENDENT
BISMARCK, NORTH DAKOTA 58501

NORTH DAKOTA STATE LIBRARY
RICHARD WOLFERT, LIBRARIAN
BISMARCK, NORTH DAKOTA 58501

NORTH DAKOTA STANDARDS

FOR COMMUNITY LIBRARY SERVICE

FROM SCHOOL MEDIA CENTERS

I. Definition

School library service includes facilities, materials, and staff for serving both students and teachers of all grade levels of each school--elementary, junior high, and secondary--and service for pre-school children if a kindergarten is part of the school program. Providing school library service is the responsibility of each school district.

Community library service is usually provided by a public library. These services consist of library materials, staff, and physical facilities which encourage an individual of any age to study any subject at any time, to start at any degree of difficulty and proceed at his own pace toward a self-determined goal, free of charge.

In communities too small to provide an adequate separate public library, community library services may, with the approval of the respective governing bodies, be provided by the school library or media center with extended services to the community. The need for this type of extended service might be recommended for any or all of these reasons:

A. Inadequate or non-existent public library service accompanied by an insufficient city tax base to provide a separate public library service.

B. The school has or plans an active and broad adult education program and takes the responsibility to provide adequate library service to meet the needs of those participating in the adult education program.

C. The school recognizes the importance of the informal educational process and believes that the provision of library service is an essential part of this process and necessary to continuing education and lifelong learning needed to maintain an informed citizenry.

II. Governmental Organization

A. The application for the establishment of this type of community library service may be initiated by either the public school administration, the public library board, or the city or county governing body.

B. If both the public school administration and the public library board, or the local governing body, agree to seek approval of a joint library facility, a joint application should be filed for approval with the State Library Commission and the Department of Public Instruction. Approval must be obtained from both state agencies.

C. All libraries shall be established and maintained according to the provisions of the North Dakota Century Code.

D. Public library boards of directors, where established, shall contract with the school board for providing extended community library service. They shall also serve as an advisory board to the superintendent concerning the development and evaluation of community library service.

E. Where a public library board does not exist, the city or county governing body and the school board should first obtain approval from the State Library Commission and the Department of Public Instruction for providing extended community library service from the school library (media center). The approval request should indicate that the city or county governing body plans to contract with the school board for the school to provide extended community library service in return for a specified amount of funds to be provided by the city or county governing board. If approval is granted, a contract should be drawn up and signed. The school board should then appoint an advisory committee of three to five persons from the community served to advise the school superintendent and librarian concerning development and evaluation of the services provided.

III. Administration

A. In order to provide an economic and efficient operation, a school library program with extended community library service should be administered as one program, with one staff and one collection of materials.

B. Authority for administration of a school library/media center with extended library service to the community should be delegated to a certificated school media specialist by the school administrator, under the provisions of Section II-D or II-E above.

VIII. Staff

The library should have a librarian or media specialist with the following qualifications or their equivalent and should require the person to attend conferences and workshops so that he may keep abreast of new ideas and techniques in library service:

A. School librarian - School Media Specialist Credential approved by the Department of Public Instruction.

B. Community services librarian - Standards set by the State Library Commission.

C. Sufficient supporting staff should be provided to permit the librarians to perform their professional and assigned duties, including additional hours required for community service outside of school hours.

IX. Materials Selection Policy

The library shall have a written statement of policy covering the selection and acquisition of materials.

X. Library Collection

A. In addition to the materials provided to support the school curriculum, in accordance with the Department of Public Instruction standards, the community library should provide additional material of interest to the community in the amount of at least twenty-five percent above the school materials collection. For example:

School Materials	Additional Materials for Community	Total Available to the Community
3,000	750	3,750
4,000	1,000	5,000
5,000	1,250	6,250
6,000	1,500	7,500
10,000	2,500	12,500

B. The community shall have access to the entire amount and type of materials available in the library.

C. All residents of the community should have direct access through the community library to a regional and state library collection and indirect access via inter-library loan to all library materials in our state and the nation through the community library.

XI. Services

Community library service should include development of library programs for such groups of persons as the aged, handicapped, and pre-school children not ordinarily served by the school library.

XII. Public Relations

Newspaper publicity consisting of book notes, articles of encouragement, and notices are necessary ingredients to a successful community library program.

Posters, public meetings, and public speaking engagements should be utilized to make the community aware of the library services available and need for improvement of such services.

XIII. Dissolution

A. The application for the dissolution of the community library service may be initiated by the public school district or the local governing body.

B. Upon approval by both the State Library Commission and the Department of Public Instruction, the community library may be dissolved and the material assets prorated and returned to each party including the state and federal governments according to the share put in by each agency of government.

Approved May 1, 1972

M. F. Peterson
Superintendent of Public Instruction

Richard J. Wolfert
State Librarian

"Buy North Dakota Products"

C. The person in charge should be a certificated school media specialist, and should be employed by the school district to administer the total library program, including the preparation of a budget; the selection, organization, dissemination, and use of materials; the direction and supervision of all staff members; and the preparation of a schedule for school and community use.

D. Additional staff members, professional and supportive, should be employed as needed to provide for extended library hours and for additional users during school hours for community library service. Support for such service is discussed further in the section below on Finance.

E. The school administrator should meet periodically with the school media center professional staff and the advisory board listed in II-D or II-E above, to insure that school and community library needs are met to the best possible extent with the resources available.

IV. Finance

A. School library services to students and teachers in support of the school curriculum shall be financed at no less than the minimum set by the Department of Public Instruction, and it is recommended that financing be sufficient to permit exemplary library service.

B. Financial support for community library service should come from community library funds, including state and federal support when available. Under no circumstances shall local library mill levies be reduced, but rather full joint funding should result in improved services to all. Support for school library service will remain the responsibility of the school district.

C. School library service shall not be curtailed to permit extended service to the community and community library service shall not be curtailed services without assurance of receiving additional funds for supplying additional personnel as well as additional materials with which to provide such services.

D. State Library Commission grants for community library service are contingent upon the local taxing body's levying the maximum mill levy or funds permitted by state law, participating in the State Library's Network for Knowledge, and the regulations set by the State Library Commission.

V. Records and Reporting

A. All libraries shall maintain adequate records to permit prompt and accurate reporting to their school administration, the Department of Public Instruction, and to the State Library Commission on forms provided by the State of North Dakota.

B. All reports should be prepared by the school media specialist, under the supervision of the superintendent of schools. One copy of each report should be on file in the school library; one in the superintendent's office; one with the public library board, or community board; one should be provided annually to the State Library Commission; and one with the Department of Public Instruction.

VI. Hours of Service

A. Community library service shall include access to the library at least 15 hours a week beyond the school day. The hours shall be fixed and regular and include at least two evenings a week and Saturday hours. For example: Monday and Wednesday 3:30 - 5:00; 7:00 - 9:00; Tuesday and Thursday 3:30 - 5:00; Friday 3:30 - 4:30; Saturday 1:00 - 5:00.

B. Access to the library by the community during school hours is required.

C. School library personnel shall not be required to serve extended hours in addition to full-time employment during the school day.

VII. Location

The library shall be so located as to:

A. Be easily accessible to the community.

B. Provide a separate outside entrance for community use.

C. Be adequately lighted and provided with an outdoor sign clearly stating library name and days and hours open.

D. Be accessible to the physically handicapped by having a ground floor entrance and location, without physical barriers to use.

E. Have coat racks, drinking fountains, and washrooms and toilet facilities available for use during extended hours.

F. Have some means of closing off the rest of the school during extended library hours, to avoid excessive supervision and maintenance problems.